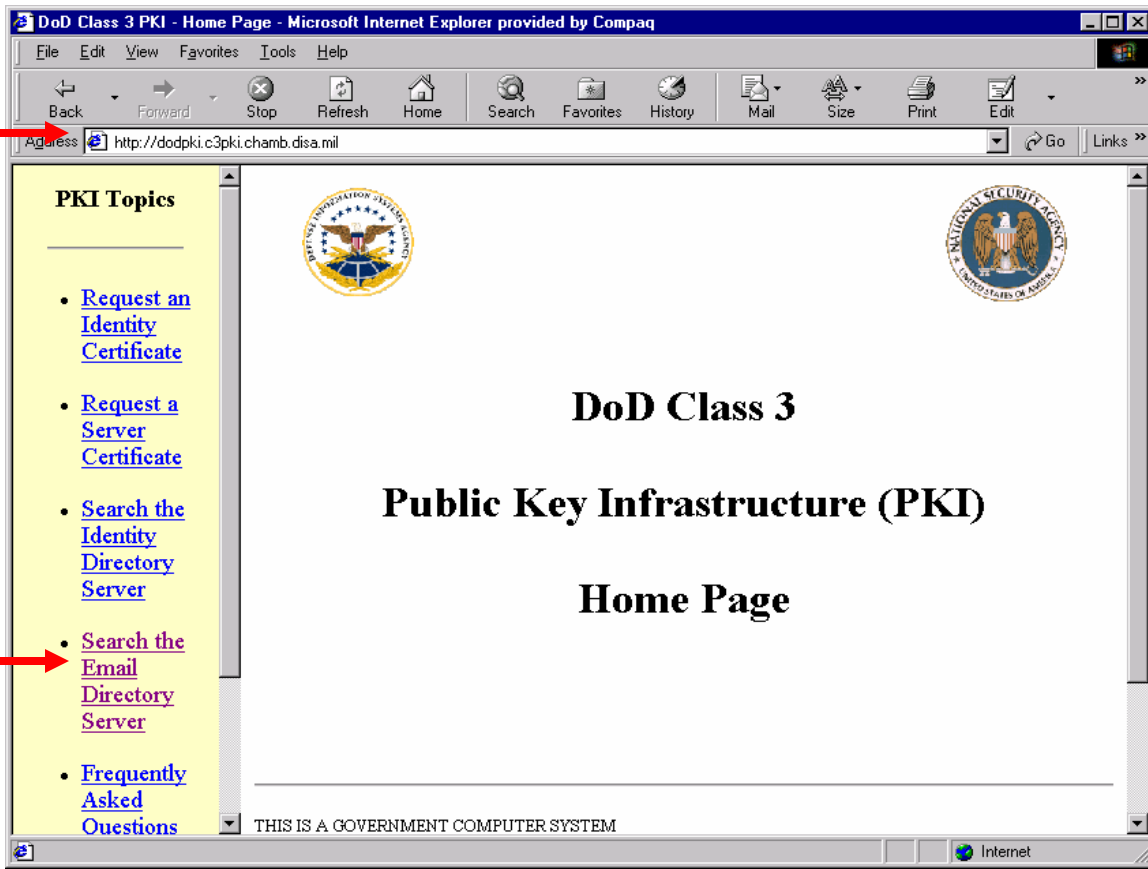


# Retrieving a Public Key from the DoD PKI Directory

1

To retrieve an Email Certificate for a PKI user from the DoD PKI Directory open Internet Explorer and connect to one of the PKI home pages listed below:

<http://dodpki.c3pki.chamb.disa.mil>  
or <http://dodpki.c3pki.den.disa.mil>



2

Click ***Search the Email Directory Server.***

Netscape Directory Server Gateway: Advanced Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/csearch?context=dsgw-mail>

### Netscape Directory Server Gateway

Standard Search **Advanced Search** New Entry Authentication

Find  within **PKI,DoD,U.S. Government,US**

where the

3

Select the **Advanced Search** tab. Ensure that **People** is selected from the **Find** drop down menu. Choose to search on the **Full Name**. Choose **Contains** from the far right drop down menu. Type in the last name of the person you wish to find a certificate for. In our example we are searching for April Bowman's certificate. Click the **Search** button.

## Netscape Directory Server Gateway

[Standard Search](#)[Advanced Search](#)[New Entry](#)[Authentication](#)Find within **PKI,DoD,U.S. Government,US**where the 

Found 162 entries where the full name contains 'bowman'.

| Name                           | ID   |
|--------------------------------|--|
| AUGER.COREY.BOWMAN.1158518690  | <a href="#">AUGER.COREY.BOWMAN.1158518690</a>  |
| BOWMAN.AARON.LEROY.1108252363  | <a href="#">BOWMAN.AARON.LEROY.1108252363</a>  |
| BOWMAN.ADAM.WOODS.1034023405   | <a href="#">BOWMAN.ADAM.WOODS.1034023405</a>   |
| BOWMAN.ALLEN.LEE.1050139510    | <a href="#">BOWMAN.ALLEN.LEE.1050139510</a>    |
| BOWMAN.ANDREA.RENEE.1090805874 | <a href="#">BOWMAN.ANDREA.RENEE.1090805874</a> |
| BOWMAN.ANTHONY.S.1041849351    | <a href="#">BOWMAN.ANTHONY.S.1041849351</a>    |
| Bowman.April.0120022076        | <a href="#">Bowman.April.0120022076</a>        |
| BOWMAN.APRIL.DAWN.1062005021   | <a href="#">BOWMAN.APRIL.DAWN.1062005021</a>   |
| BOWMAN.BELINDA.M.1229845515    | <a href="#">BOWMAN.BELINDA.M.1229845515</a>    |

The directory will list all individuals that meet the search criteria.

There are 2 types of certificates listed in the DOD PKI Directory:

**Software certificates** and **CAC certificates**.

A Software certificate will be listed in lowercase letters and the certificate number will begin with a 0.

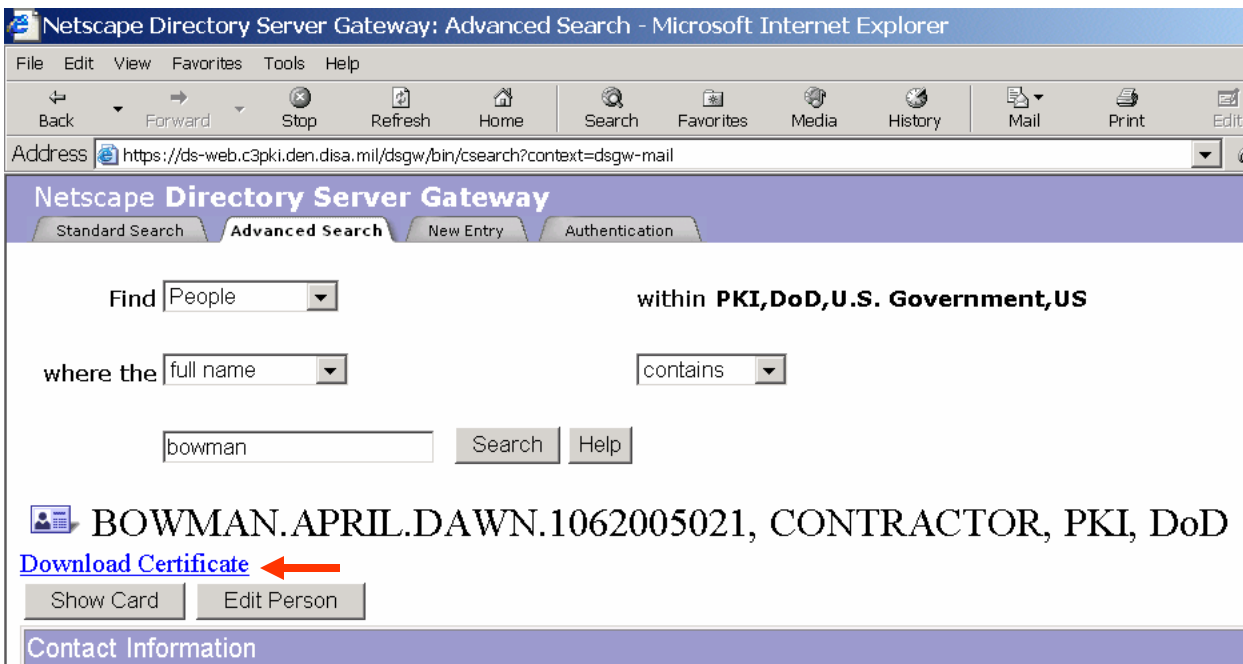
Ex: Bowman.April.0120022076

A CAC certificate will be listed in all capital letters and the certificate number will begin with a 1.

Ex: BOWMAN.APRIL.DAWN.1062005021

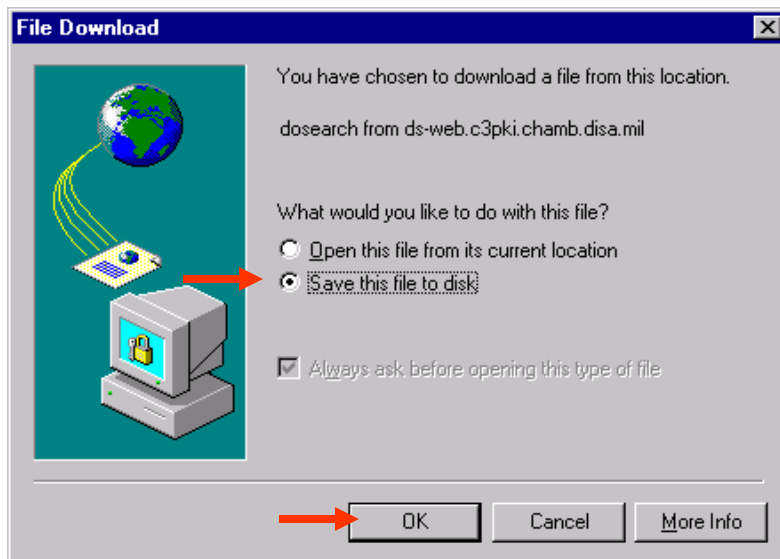
In this example, we are searching for April Bowman's CAC certificate. Select the entry from the list and click on the certificate link to the right of the name.

**4**



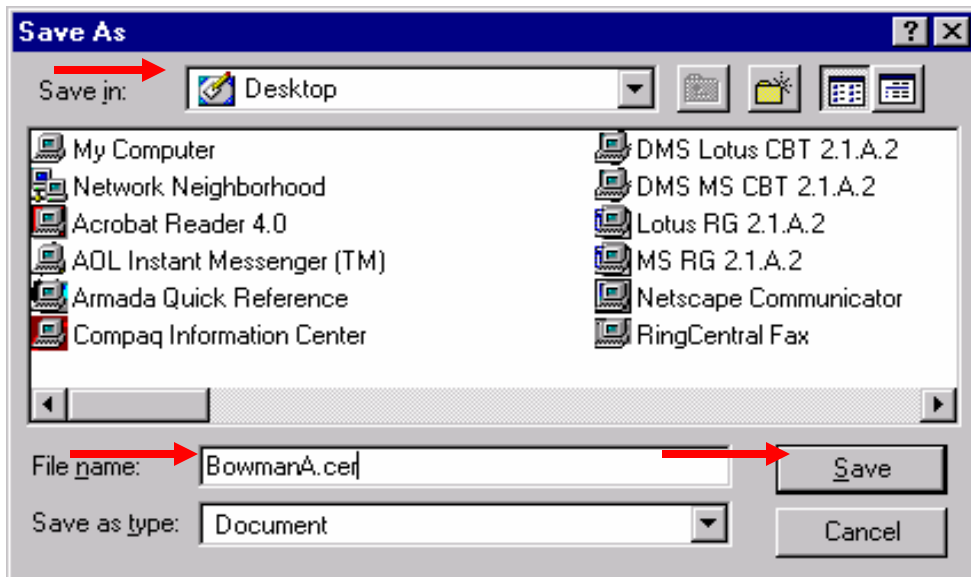
5

The PKI user's Properties page will appear. Review the information to ensure the certificate is for the correct person. To download the user's certificate, click on ***Download Certificate*** link under the users name.

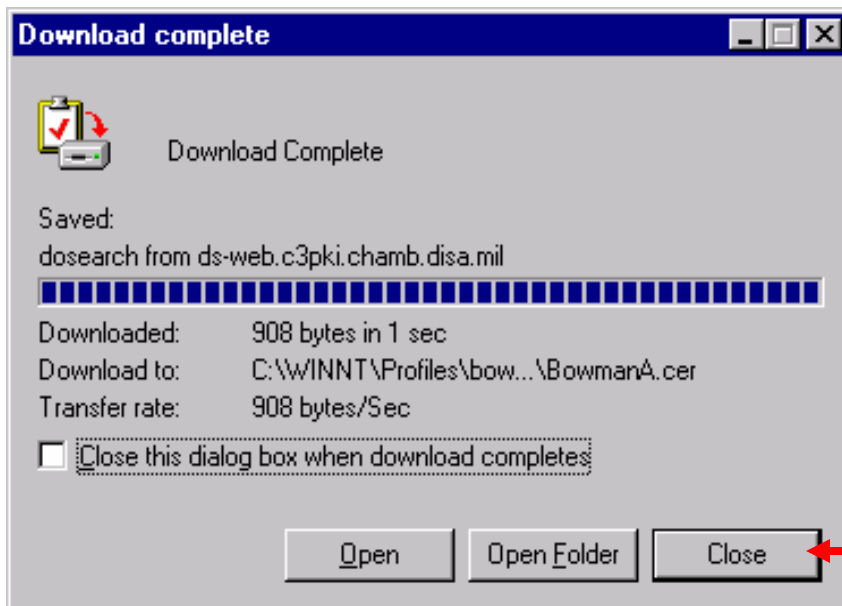


6

Select ***Save this file to disk*** then click ***OK***.

**7**

You may save the file to your hard drive. In this example the file is saved on the Desktop. The naming convention for saving a certificate is ***Lastname/FirstInitial.cer***. In this example we are downloading April Bowman's certificate. The file name we are using is BowmanA.cer. Click ***Save***.

**8**

When the download is complete, click ***Close***.



Bowman.April.0120022076, USA, PKI, DoD

[Download Certificate](#)

Show Card

Edit Person

### Contact Information

|             |        |                   |  |
|-------------|--------|-------------------|--|
| First Name: | April  | Full Name:        | Bowman.April.0120022076  |
| Last Name:  | Bowman |                   |  |
| Phone:      |        | E-Mail Address: → | <a href="mailto:april.bowman@us.army.mil">april.bowman@us.army.mil</a> |
| Fax:        |        | User ID:          | 0120022076   |
| Pager:      |        | Mobile Phone:     |  |

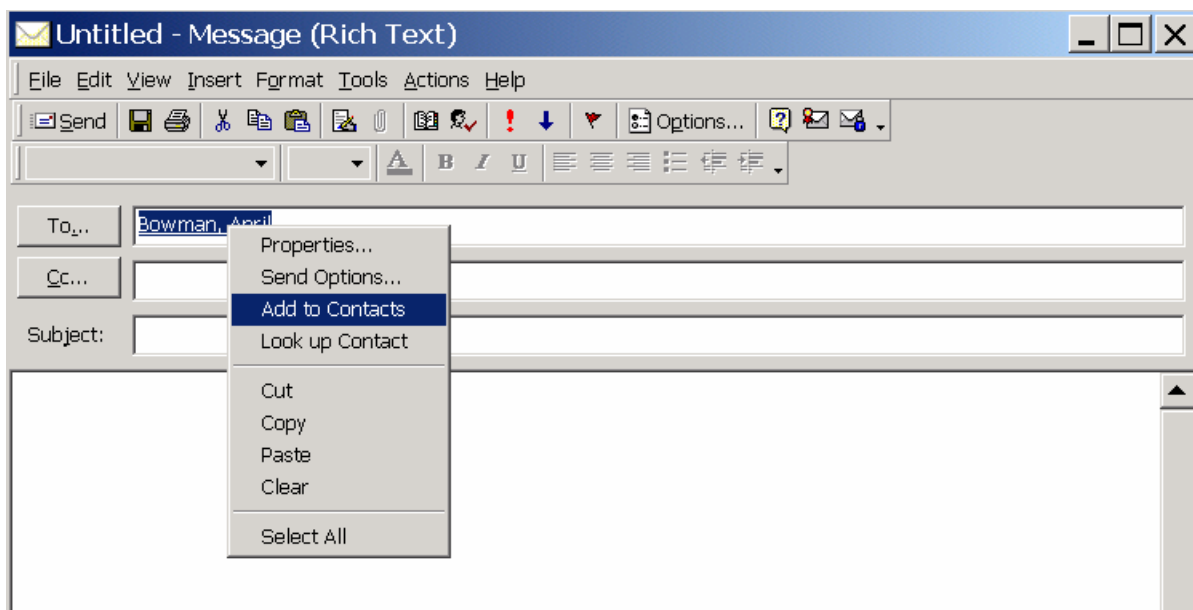
9

Click on the link for the email address located to the far right side of the **Properties** window.

10

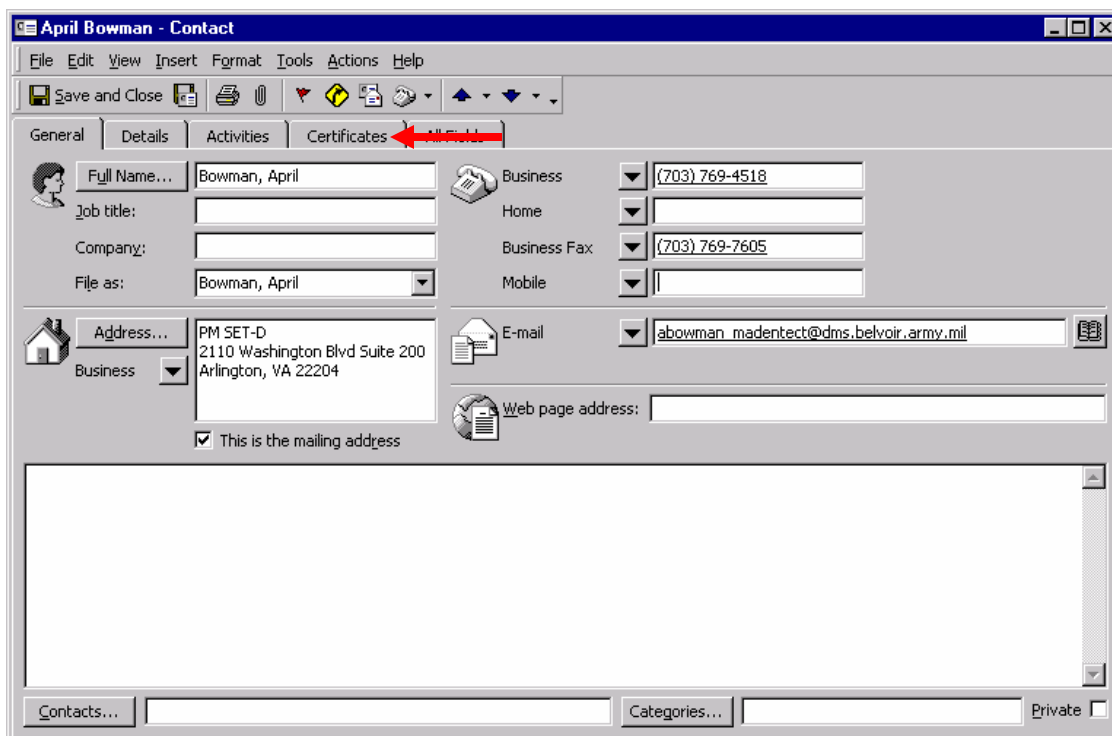
A new mail message addressed to the PKI User will appear. The email address in the **To:** field will change to the recipient's name and the name will become underlined. In our example, the email address for April Bowman:

***april.bowman@us.army.mil*** changed to Bowman April.



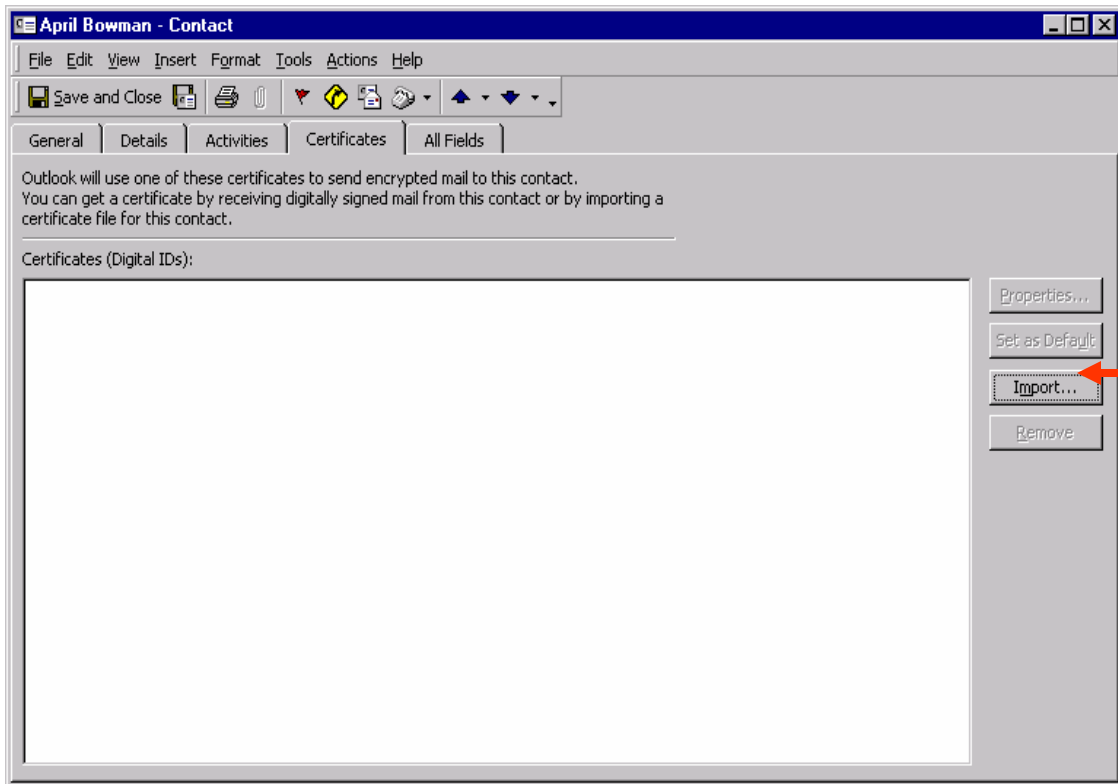
11

Right-click the recipient's name and choose **Add to Contacts** from the right-click menu.



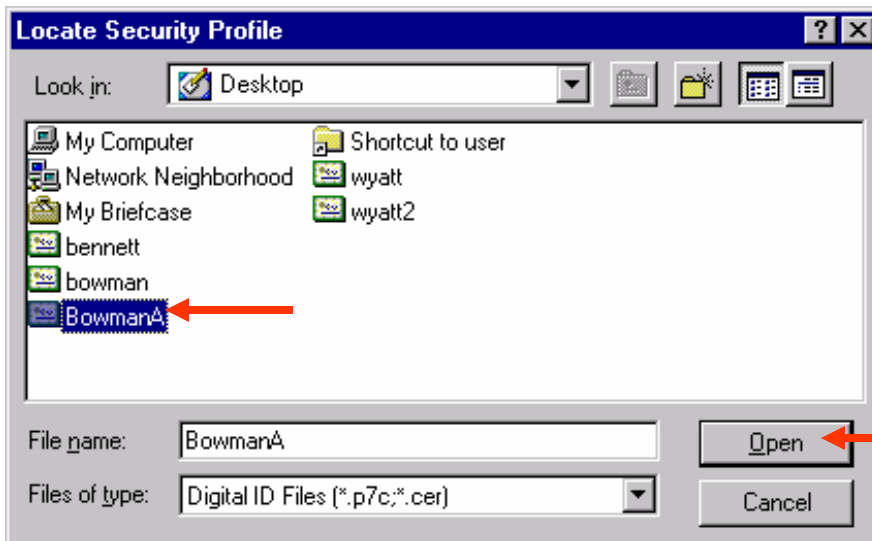
12

A new Contact will open with the email recipient's information. Mandatory fields have been completed for you. Fill out any additional information. Once complete, click on the **Certificates** tab.



13

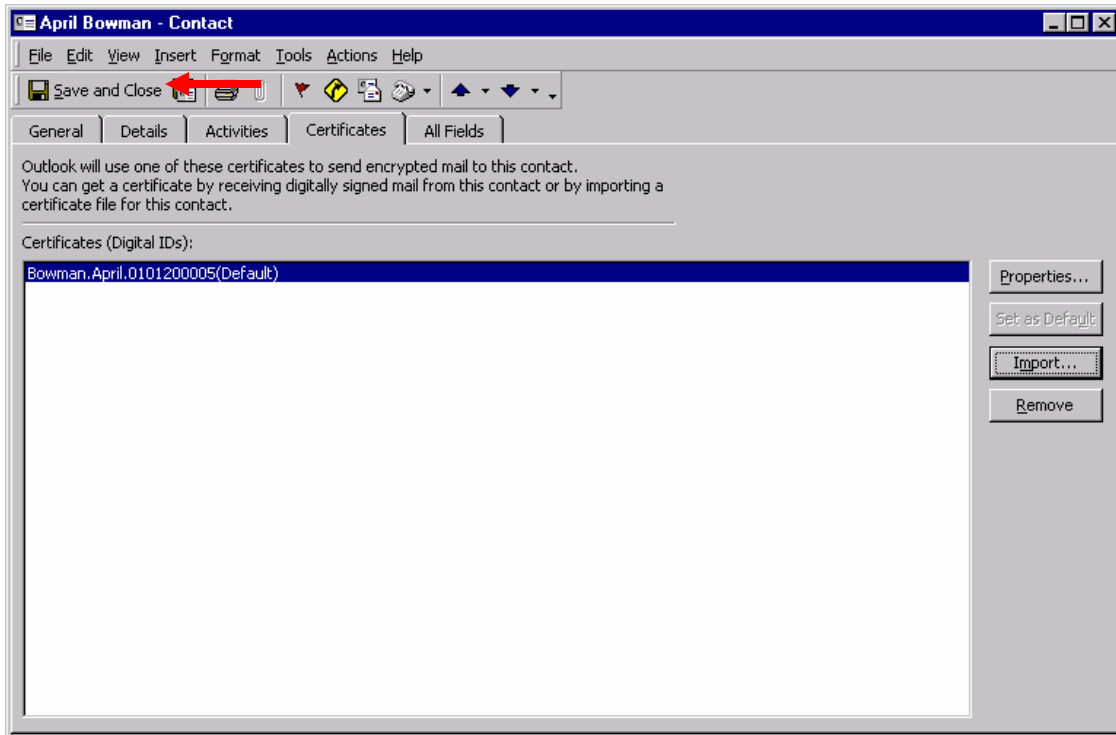
To import the user's certificate into the Contact, click the **Import** button.



14

Select the file you previously saved. In this example we saved the file on our Desktop. Once you have selected the file click **Open**.





15

The Certificate has now been imported into the Contact. Click ***Save and Close*** to save the Contact.

### Army PKI Help Desk

1 866 SETD CAC  
VA, DC & MD (703) 769-4499  
DSN: 327-4004

Web Site: <https://setdweb.setd.army.mil>

Email: [setd.helpdesk@us.army.mil](mailto:setd.helpdesk@us.army.mil)